



Educational Advisor (Auckland)

The Embassy of the United States of America in Wellington invites applications for a full time Educational Advisor position at the Consulate General in Auckland.

The Educational Advisor promotes U.S. educational opportunities throughout New Zealand. S/he provides information and advice to students wishing to pursue tertiary and technical institute studies in the United States. In co-ordination with the U.S. Embassy in Apia, the incumbent also provides similar services in Samoa.

To be successful in the role you will have a minimum of 1-2 year's experience dealing with higher education (e.g. tertiary, technical institutes etc) that involves the counseling/advising of students on U.S. university application/admissions procedures; experience and familiarity with U.S. and New Zealand higher education systems; experience developing and marketing educational programs – through traditional formal group presentations and social media.

You must have exceptional customer service skills, be able to work independently, manage your time well and be highly organized as the role involves constantly changing priorities. You will be competent with MS Office applications, including Word and Outlook, and have the knowledge and ability to work with social media platforms such as Facebook, Twitter, and flickr, etc.

An ability to maintain confidentiality is essential and a professional and mature attitude is critical as you will deal with the public regularly. A valid driver's license is required to be considered for this position.

You must be either a New Zealand citizen or hold permanent New Zealand residency to be eligible to apply for this position. All employees of the US Government are required to complete full medical and security background checks.

A copy of the full job description and the "Application for Employment" (DS-174 form) are available at http://newzealand.usembassy.gov/job_opportunities.html .

If you meet all the eligibility criteria for this role, please complete and submit your application form, covering letter and CV by email to Wellington.HR@state.gov

Please address correspondence to: HR Specialist, Embassy of the U.S.A., P.O. Box 1190, Wellington 6140.

The starting salary for this position is NZ\$60,582 gross per annum.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

Applications close at 5pm on Wednesday 23 May, 2012.